

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

Notice PM-2902

**For:** FFAS Employees

**New Effective Date for Processing FY 2013 Rating-Based Performance Time-Off Awards (TOA's)**

**Approved by:** Associate Administrator for Operations and Management



**1 New Effective Date for Processing All FFAS TOA's**

**A Background**

FSA Notice PM-2899, FY 2013 Rating-Based Performance Time-Off Awards, issued November 22, 2013, informed employees and supervisors that the effective date to begin processing FY 2013 TOA's is January 12, 2014.

Because of complexities in the National Finance Center and EmpowHR systems, HRD has pushed forward the processing date for TOA's to **January 30, 2014**, for all FFAS. This action was necessary to avoid a conflict in processing TOA's on January 12 and simultaneous processing of the pay increase (mandated by Executive Order) that will take place in PP1 of 2014 (January 12 through January 25).

**B Purpose**

This notice provides **January 30, 2014**, as the new effective date to begin processing rating-based performance TOA's for all of FFAS.

**C Action**

TOA's should **not** be processed until **January 30, 2014**, or later to avoid undue delays that could disallow successful completion of any action, including the 2014 pay increase.

Supervisors may inform employees that they are going to receive a rating-based TOA, but should not take any further action on processing the TOA until January 30, 2014, or later. The change in effective date is necessary to avoid an overload of processing TOA's.

Disposal Date	Distribution
November 1, 2014	All FAS, RMA, and FSA employees; State Offices relay to County Offices